

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

July

2007

Compliance Calendar						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 July 1, 2007 State Fiscal Year 2008 Begins	2	3 Monthly Conference Call	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 July Monthly Conference Call Minutes to Coordinators	21
22 ADHS/GCSHI Provides Staff Training for New and Existing Contractors. P&P Manual, Billing & Invoices, Forms & Letters, Roles & Responsibilities, and The Program		24	25	26	27	28
29	30 August Monthly Conference Call Agenda to Coordinators	31 Existing contractors submit June 2007 ISPs, Review Of The ISPs, Change In The ISPs, Billing and Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes. All contractors submit copy of their Organizational Chart and Family Resource Coordination Staff Report. All contractors submit copy of their Business Continuity and Recovery Plan. Existing contractors submit Annual Family Resource Coordination Program Report by July 31. ADHS submits quarterly billing and reporting to GCSHI				
Notes: All monthly billing invoices, reports, and documentation related to Family Resource Coordination for June 2007 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by July 31, 2007. The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbooks and one Documentation Workbook. All tabs in the workbooks must be completed monthly.						

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

August

2007

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 * Existing contractors submit the Business Continuity and Recovery Plan Training Log.		2	3	4
5	6	7 Monthly Conference Call	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 August Monthly Conference Call Minutes to Coordinators	25
26	27	28	29 September Monthly Conference Call Agenda to Coordinators	30 31 * Existing contractors submit ADHS approved internal Policy & Procedure Manual All contractors submit July 2007 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes.		

Notes:

*** All monthly billing invoices, reports, and documentation related to Family Resource Coordination for July 2007 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by August 31, 2007.**

The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly.

*** Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract**

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

September

2007

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4 Monthly Conference Call	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 September Monthly Conference Call Minutes to Coordinators	22
23	24 ADHS Schedules Technical Assistance Site Visits with Contractors	25 ADHS Schedules Technical Assistance Site Visits with Contractors	26 ADHS Schedules Technical Assistance Site Visits with Contractors	27 October Monthly Conference Call Agenda to Coordinators	28 29 * New contractors submit ADHS approved internal Policy & Procedure Manual and the Business Continuity and Recovery Plan Training Log. All contractors submit August 2007 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes.	
30 ADHS Schedules Technical Assistance Site Visits with Contractors	Notes: * All monthly billing invoices, reports, and documentation related to Family Resource Coordination for August 2007 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by September 30, 2007. The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly. * Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract					

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

October

2007

Compliance Calendar						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 ADHS submits Annual Report to GCSHI	2 Monthly Conference Call	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 October Monthly Conference Call Minutes to Coordinators	20
21	22	23	24	25	26	27
28	29	30	31 All contractors submit September 2007 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes. * All contractors submit Annual Quality Management Plan by October 31. ADHS submits quarterly billing and reporting to GCSHI			
Notes: * All monthly billing invoices, reports, and documentation related to Family Resource Coordination for September 2007 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by October 31, 2007. The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly. ADHS/OCSHCN Begins Technical Assistance Site Visits For Contractors In October * Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract						

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

November

2007

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 November Monthly Conference Call Agenda to Coordinators	2	3
4	5	6 Monthly Conference Call	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 November Monthly Conference Call Minutes to Coordinators	24
25	26	27	28	29 December Monthly Conference Call Agenda to Coordinators	30 All contractors submit October 2007 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes.	

Notes:

* All monthly billing invoices, reports, and documentation related to Family Resource Coordination for October 2007 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by November 30, 2007.

The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly.

ADHS Completes Technical Assistance Site Visits For Contractors In November

* Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

**December
2007**

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4 Monthly Conference Call	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 December Monthly Conference Call Minutes to Coordinators	22
23	24	25	26	27	28 January Monthly Conference Call Agenda to Coordinators	29
30	31	Notes: * All monthly billing invoices, reports, and documentation related to Family Resource Coordination for November 2007 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by December 31, 2007. The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly. * Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract				

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

January

2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7	8 Monthly Conference Call	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 January Monthly Conference Call Minutes to Coordinators	26
27	28	29	30 February Monthly Conference Call Agenda to Coordinators	31 All contractors submit December 2007 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes. * All contractors submit Summary Of Continuous Quality Improvement ADHS submits quarterly billing and reporting to GCSHI		

Notes:

* All monthly billing invoices, reports, and documentation related to Family Resource Coordination for December 2007 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by January 31.

The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly.

* Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

February

2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 February Monthly Conference Call Agenda to Coordinators	2
3	4	5 Monthly Conference Call	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 February Monthly Conference Call Minutes to Coordinators	23
24	25	26	27	28 March Monthly Conference Call Agenda to Coordinators	29 All contractors submit January 2008 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes.	
Notes: * All monthly billing invoices, reports, and documentation related to Family Resource Coordination for January 2008 must be submitted to the ADHS/OCSHCN/TBI/SCI program by February 29, 2008. The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly. * Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract						

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

March

2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4 Monthly Conference Call	5	6	7	8
9 ADHS/GCSHI Provides Family Resource Coordination Staff with Semi-annual Training	10	11	12	13	14	15
16	17 ADHS Schedules Compliance Site Reviews with Contractors	18 ADHS Schedules Compliance Site Reviews with Contractors	19 ADHS Schedules Compliance Site Reviews with Contractors	20 ADHS Schedules Compliance Site Reviews with Contractors	21 March Monthly Conference Call Minutes to Coordinators	22
23	24 ADHS Schedules Compliance Site Reviews with Contractors	25 ADHS Schedules Compliance Site Reviews with Contractors	26 ADHS Schedules Compliance Site Reviews with Contractors	27 ADHS Schedules Compliance Site Reviews with Contractors	28 April Monthly Conference Call Agenda to Coordinators	29
30 All contractors submit February 2008 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes.	31	Notes: * All monthly billing invoices, reports, and documentation related to Family Resource Coordination for February 2008 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by March 31, 2008. The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly. * Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract				

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

April

2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 Monthly Conference Call	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 April Monthly Conference Call Minutes to Coordinators	19
20	21	22	23	24	25	26
27	28	29	30 All contractors submit March 2008 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes. All contractors submit April 2008 Member Activity Reports, Electronic Rosters Of Active Members. ADHS submits quarterly billing and reporting to GCSHI			

Notes:

*** All monthly billing invoices, reports, and documentation related to Family Resource Coordination for March 2008 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by April 30, 2008.**

The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly.

ADHS Begins Compliance Site Reviews In April

*** Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract**

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

May

2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 May Monthly Conference Call Agenda to Coordinators	2	3
4	5	6 Monthly Conference Call	7	8	9	10
11	12	13	14	15	16	17
18	19 End of SFY Records maintenance letter to contractors	20	21	22	23 May Monthly Conference Call Minutes to Coordinators	24
25	26	27	28	29 June Monthly Conference Call Agenda to Coordinators	30 All contractors submit April 2008 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes.	31
Notes: * All monthly billing invoices, reports, and documentation related to Family Resource Coordination for April 2008 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by May 31, 2008. The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly. ADHS Complete Compliance Site Reviews In May * Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract						

**SFY 2008 TBI/SCI/OCSHCN Family Resource Coordination
Compliance Calendar**

June

2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3 Monthly Conference Call	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 June Monthly Conference Call Minutes to Coordinators	21
22	23	24	25	26 July Monthly Conference Call Agenda to Coordinators	27	28
29 30 All contractors submit May 2008 ISPs, Review Of The ISPs, Change In The ISPs, Billing Invoice Packet, Intakes, Transfers, Exits, Transition Plans, Contact/Progress Notes. * All contractors submit to ADHS/OCSHN a Report of Records Destruction ADHS F/U on Site Review Corrective Action Plans.		June 30, 2008 State Fiscal Year 2008 Ends				
Notes: * All monthly billing invoices, reports, and documentation related to Family Resource Coordination for May 2008 must be submitted to the ADHS/OCSHCN TBI/SCI/CYSHCN program by June30, 2008. The Billing and Invoice Packet is two Excel Files consisting of one Invoice Workbook and one Documentation Workbook. All tabs in the workbooks must be completed monthly. * Deliverables as outlined in the SOW of the ADHS Family Resource Coordination Contract						